



Vacation: 12 days per year

Sick Leave: 12 days per year

Holidays: 17 days per year

Benefits: Fully-paid medical, dental and vision care.

Life Insurance: \$50,000 pre-paid policy

Probationary Period: twelve-months, following completion of the training academy.

### SELECTION PROCESS

Applicants must complete an official SMC application. Applicants are encouraged to apply online at [www.smc.edu/jobs](http://www.smc.edu/jobs).

#### The selection process includes

A qualifying evaluation of application materials. All qualified applicants will be invited to participate in the selection process, consisting of a Written Exam (pass/fail), and a Physical Agility Test (pass/fail). The Physical Agility Test includes a 1.5 mile run, which candidates will have to complete in under 16 minutes. Candidates who are successful on the Written Exam and Physical Agility Test will be invited to participate in the Qualifications Appraisal Interview (100%). Candidates must be successful on the Qualifications Appraisal Interview with a score of 70.0 or higher to be placed on the Eligible List. Santa Monica College reserves the right to modify the above stated examination components and weights prior to the administration of any examination.

This position is eligible for Veteran's Preference. See reverse for details.

In compliance with the Immigration Reform and Control Act of 1986, Santa Monica College requires that all new employees provide documentation to establish both work authorization and identity.

### TO APPLY

On-line: [www.smc.edu/jobs](http://www.smc.edu/jobs)

#### By Mail

PERSONNEL COMMISSION  
1900 Pico Blvd  
Santa Monica, CA 90405

#### In Person

Personnel Commission Office  
2714 Pico Blvd, 2nd floor  
Santa Monica, CA 90405

Commission Office: 310/434-4410

24-hr Job hotline: 310/434-4321

TDD Job line: 310/434-4212

E-mail: [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu)

Note: Benefits for regular part time positions are prorated. Temporary Assignments do not have a benefits package.

## PERSONNEL COMMISSION

### Career Employment Opportunity

### Open Competitive

## Community College Police Officer Trainee

Salary: \$4,003-\$4,866 mo.\*

An Eligibility List is currently being established to fill three vacancies in the Campus Police Department, 12 months a year, 40 hours per week. Days and hours will vary based on assignment. This list will also be utilized to fill any vacancies that may occur during the one year life of the Eligibility List. \*Stated salary does not reflect an additional 5% paid for variable schedule and a monthly uniform allowance.

The Community College Police Officer Trainee is an entry-level class for candidates seeking police training. A trainee will attend and must successfully complete training at a District approved P.O.S.T. academy; receive on-the-job training in patrol procedures, investigation, arrest, search and seizure.

Under Supervision, receives academy and on-the-job training in law enforcement and police methodology in preparation for eligibility to qualify for Community College Police Officer.

#### Essential Duties

Receives instruction and on-the-job training in the following areas:

- Basic principles of patrol procedures and criminal investigation;
- Arrest, search, and seizure as applied to college police operations;
- Police investigation including the collection of evidence, interviewing and interrogation of witnesses, follow-up and case preparation;
- Preparation of reports as used by law enforcement;
- College traffic procedures and patrol;
- Report writing;
- Firearms training and defensive tactics;
- Safety in the use of College vehicles and equipment;

Upon successful completion of P.O.S.T. academy training:

- Successfully pass a P.O.S.T. Certified Field Training Program;
- Observes and assists the Community College Police Officer in the performance of various procedures and techniques; attends training courses as assigned;
- Independently, and on an assigned shift, patrols college campus on foot or by vehicle to protect college personnel, students, and property;
- Performs other related duties as requested or assigned.

For a complete job description, please visit our website at [www.smc.edu/jobs](http://www.smc.edu/jobs).

#### Education Minimum Qualification

Graduation from high school or the equivalent.

#### Experience Minimum Qualification

Demonstrated interest in law enforcement and ability to successfully complete the prescribed course of basic training at the P.O.S.T. approved academy designated by the District. Coursework in Administration of Justice (Police Science) preferred.

#### Licensure and/or Certification

Possession of a valid Class C California driver's license.

#### Special Requirements

Complete academy training and all District and P.O.S.T. requirements needed to obtain a P.O.S.T. Basic certificate; Meet the District and P.O.S.T. medical and psychological standards for police officers. Pass a thorough background investigation. **Note:** Applicants for Community College Police Officer must pass a background investigation and must not have been convicted of a felony or a misdemeanor involving domestic violence.

#### DEADLINE

A completed Santa Monica College classified application (paper or online) must be received in the Personnel Commission Office by Friday, December 05, 2008 at 5:00 pm Postmarks are not acceptable. Resumes will not be accepted in lieu of an application. Applications received by fax or e-mail will not be accepted.

## APPLICANT INFORMATION

**MERIT SYSTEM** Santa Monica College is a Merit System employer committed to the following principles: 1) Hiring and promoting employees on the basis of ability through competitive selection; 2) Fair compensation on the basis of like pay for like work; 3) Retaining employees on the basis of performance; 4) Training for high quality performance; 5) Assuring fair treatment of employees without illegal discrimination; 6) Protecting employees against political coercion; and 7) Providing for due process in the event of disciplinary action

**APPLICATION PROCEDURE** Official SMC application forms and related materials must be completed for each examination. A separate application must be submitted for each position applied for. Resumes may be submitted for any position, but resumes will not be accepted in lieu of a District application. The Personnel Commission may obtain confidential employment references from current and previous employers. If they do not want their current employer contacted, applicants must indicate "NO" on Page 3 of the application. Within approximately two weeks after the closing date, applicants will be notified regarding the status of their application. Applicants requiring special application, testing, or interview arrangements due to a disability, should notify the Personnel Commission office at the time of application submission. The District does not return materials submitted.

**SELECTION PROCEDURE** Examinations may consist of a written or performance test, an evaluation of training and experience, an oral examination or interview, or other tests determined by the Personnel Commission office. Additional credit is added in entry-level examinations to the composite passing score of qualified veterans for war service (5 points) and disabled veterans (10 points) upon presentation of proof of veteran status at the time of application. Requests for reconsideration of questions contained in written examinations must be made in writing on the day the test is administered. Applicants selected for an oral interview will be notified in writing of the time and place of the interview. Interviews are conducted by a Qualification Appraisal Interview Panel. Travel costs related to the examination/ interview will be borne by the applicant. Final test results are mailed within approximately 15 days after the examination/interview. Requests to review scores must be made during the five day review period following notification results.

**ELIGIBILITY LIST** Candidates who attain a passing score on each part of the examination will be placed in rank order on the Eligibility List. The Eligibility List is available for review by exam candidates for a five-day review period following notification. Unless otherwise indicated, Eligibility Lists are established for a period of one year. Eligible's names will generally remain on the List until they are hired, decline three interview opportunities, or make themselves unavailable. Unless otherwise stated on the *Job Bulletin*, when a Promotional and Open-Competitive List is established, the Promotional List will be used first. Final selection will be made from the appropriate Re-employment or Transfer List, if any, and from the top three ranks of Eligibles that are "ready and willing" to accept the vacant position. It is the candidate's responsibility to notify the Personnel Commission office of any address and/or phone number changes. Eligibles will be certified only for the locations and shifts they indicated on the availability statement completed at the interview. An Eligible may change their availability by notifying the Personnel Commission office.

**ADDITIONAL REQUIREMENTS** All offers of employment are conditional, based upon the successful completion of: 1) **Fingerprinting/Conviction Clearance:** State law requires that all employees be fingerprinted to check for, or verify, conviction records. Costs for fingerprinting will be borne by the applicant. All candidates with a conviction record for any offense, other than minor traffic violations, must file a *Conviction Record Statement* with their application. Conviction records will be fully investigated. A record of conviction will not automatically disqualify an applicant, but failure to list all convictions may result in disqualification or dismissal; 2) **TB Test:** All persons selected must successfully pass a tuberculin skin test or chest x-ray; 3) **Eligibility to Work:** Upon hire, each new employee must complete an *I-9 Form* and present supporting documents establishing proof of identity and employment eligibility as outlined in the *Immigration Reform and Control Act*.

**PROBATION PERIOD** Permanent Classified Employees, other than management, law enforcement and confidential personnel, become permanent upon successful completion of six months (130 days) of work.

**SALARY AND BENEFITS** **Beginning Salary:** Generally, new employees start at step A on the salary schedule. If there is a limited candidate pool, a new permanent Classified Employee may request a higher salary placement based on his/her training and experience that greatly exceeds the minimum qualifications. The maximum initial placement is on Step 3 of the salary schedule. Advanced salary placement must be requested at the time of offer and is subject to verification of qualifying training and experience. **Vacation and Sick Leave:** Regular non-management employees receive vacation and sick leave at the rate of one day per month each. Vacation is increased after 4, 8 and 12 years of employment to a maximum of 22 days per year. Longevity increments of 5% are granted at the completion of 5, 10, 15, 20, 25 and 30 years of service. **Holidays:** Employees receive 17 paid holidays per year. **Benefits:** Permanent full-time employees receive fully-paid medical, dental, and vision-care coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

**CSEA UNION MEMBERSHIP** New permanent Classified Employees are required to either join the California School Employees Association (CSEA), Chapter 36 or pay a service fee as provided for in the CSEA/District contract. New employees requesting a religious exemption are required to pay an equal amount to an approved charitable organization in lieu of a service fee.

Revised: 09/11/08